



# **Job Announcement**

City of Reno, Parks Recreation and Community Services  
McKinley Arts and Culture Center, 925 Riverside Drive

## **Registration Payment Specialist III**

Hours vary up to 17 hours per week; \$11.25 per hr.

### **Essential Functions & Tasks**

Include, but are not limited to:

- Collects payments, registrations, and reservations for recreational facilities and programs.
- Completes cash reports and bank deposits and maintains registration and payment records using a computer and specialized software.
- Assists customers with detailed account information; resolves discrepancies in a confidential, professional manner
- Greets customers, answers phone and provides customer service.
- Assists in routine office duties.

### **Minimum Qualifications**

Age: 18

Experience: One year paid accounting, reservation, customer service or related experience; One year supervisory experience.

Valid driver's license and High school diploma or equivalent

### **Preferred Qualifications**

Certifications: CPR/AED, First Aid

Experience: Strong computer and customer service skills

A completed City of Reno Employment Application is required. Applications and the Job Description are available at Parks, Recreation and Community Services (PRCS) Administration Office, City Hall, 1 E 1<sup>st</sup> Street or at the McKinley Arts and Culture Center, 925 Riverside Drive. Employment Applications are also available at other PRCS facilities and at the city website, [reno.gov](http://reno.gov).

**For more information call the Administration Office at 775-334-2260.**

**Application deadline: Monday, January 28, 2014.**